

ILLEGIB

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700180001-3
Comparison of Costs and Floor Space by Office 3-2-3
Filing Cabinets VS Shelf Filing

File: Rec'd 1 November 1961
Filing

DD/S

	<u>Volume of Filing Equipment - Turned In</u>	<u>Floor Space</u>		<u>Cost Comparison</u>	
		<u>Square Footage</u>	<u>Cabinets & Safes</u>	<u>Shelving Pres.Equip.</u>	<u>Shelving</u>
1 Communications	18 5-Dr Cabinets 7 4-Dr " 30 4-Dr Safes 15 5-Dr "	382	680	20476	16993
2 Comptroller	20 5-Drawer Cabinets	80	30	1600	1100
3 Logistics	2 4-Drawer Safes 3 4-Drawer Cabinets 66 5-Drawer Cabinets	284	117	5931	3373
4 Medical	40 5-Drawer Cabinets	140	75	3200	2000
5 Security	19 4-Drawer Safes 566 5-Drawer Cabinets	1800	952	53412	25700
6 Training	11 4-Drawer Safes 59 4-Drawer Cabinets 19 5-Drawer Cabinets 6 Wooden Cabinets	371	275	11229	7796
Total		3057	2129	95848	56962

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<u>DD/I</u>	<u>Volume of Filing Equipment - Turned In</u>	<u>Square Footage Floor Space</u>		<u>Cost Comparison</u>	
		<u>Cabs & Safes</u>	<u>Shelving</u>	<u>Pres.Equip</u>	<u>Shelving</u>
1 Office		6			180
2 OBI	Wood Shelving				900
3 OCR	117 5-Dr Cab; 175 " Card Cab; 171 4-Dr Safes	2085	1373	170048	39093
4 OCI	Wooden Cabinets		24		1314
5 OME	4 4-Dr Safes 4 5-Dr Cabinets 1 4-Dr Cabinet			2000	700
6 00/Hdq		457			8458
7	19 4-Dr Safes				
8	8 2-Dr Safes	108	40	10500	1445
9	7 4-Dr Safes	56	16	3010	525
	12 " "				
10	35 sec. bookcases	100	27	5500	850
11	12 Cabinets	48	6	956	177
12	11 4-Dr Safes	48	15	4818	500
13	6 " "	24	20	2628	900
	8 " "		42		2009
		(384)	(166)	(27412)	(6406)
14 ORR	194 4- & 5-Dr Cabinets 8 4-Dr Safes				
	170 Bookcases				
	25 Safes & Cabinets	1552	809	25764	25239
15 OSI			60		900
16 NPIC	29 Cabinets 7 Safes	115	60	4806	2970
	TOTAL	4136	2955	230030	86160

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	Volume of Filing Equipment - Turned In	Square Footage			Cost Comparison	
		Floor Space	Cab's & Safes	Shelving	Pres.Equip.	Shelving
<u>DD/P</u>						
1 C/I	34 4- & 5-Drawer Safes 32 5-Drawer Cabinets	136 128	114 54		14,906 2,560	3,168 1,500
2 EE	16 4-Drawer Safes 5 Sec. Book Cabinets	64 18	21 18		6,948 -	565 400
3 RID	470 5-Drawer Cabinets	1410	675		32,900	18,000
4 TSS	7 4-Drawer Cabinets Bulk Shelv.	28 10	15 9		560 -	400 240
	TOTAL	1,794	906		57,874	24,273

EXECUTIVE REGISTRY

1	19 4-Drawer Safes	76	28	8,322	1,000
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